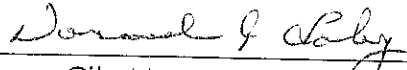
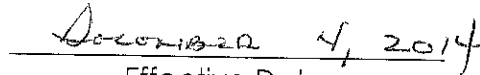


**City of Sterling**  
**Motor Vehicle Records Review Policy**

  
\_\_\_\_\_  
City Manager Signature

  
\_\_\_\_\_  
Effective Date:

**I. Purpose:**

The purpose of this policy is to establish procedures and standards for the review of employees who drive motor vehicles on entity business.

**II. Responsibilities:**

The HR Department shall administer this policy.

**III. Prospective Employees:**

Each prospective employee must have a valid Colorado driver's license of the appropriate type, if one is required for the position. Each such prospective employee must provide at this or her own expense a current Motor Vehicle Record (MVR) this is no older than 30 days.

The HR Department will evaluate the prospective employee's MVR prior to hiring. No person shall be hired into a position requiring a driver's license unless the person's MVR meets the criteria listed in Section V below.

**IV. Current Employees:**

Each current employee must have a valid Colorado driver's license of the appropriate type if one is required for the position. The HR Department will obtain at least annually at the entity's expense a copy of the MVR for each such employee.

MVRs for current employees may also be requested and reviewed in the following situations:

- After an on-the-job collision determined to be preventable by the Department
- If a complaint is received regarding the employee's driving while on entity business.
- If an employee transfers to a position requiring a valid Colorado driver's license (or into a position requiring a different type of driver's license that required for the current position.

**V. Evaluating MVRs and Driving Records:**

The following criteria will be used when evaluating MVR's and driving records:

- a. **Clear MVR** – no minor convictions or preventable collisions in the last 3 years and no major violations/convictions in the last 5 years.
- b. **Acceptable MVR-**
  - i. No major violations/convictions in the last 5 years; OR
  - ii. 2 minor convictions in the last 3 years; OR
  - iii. 1 preventable collision and 1 minor conviction in the last 3 years.

**c. Marginal MVR-**

- i. 3 minor violations/convictions in the last 3 years; OR
- ii. 2 preventable collisions in the last 3 years; OR
- iii. Any combination of minor convictions and preventable collisions totaling 3 in the last 3 years.

**d. Unacceptable MVR-**

- i. 1 or more major violations/convictions in the last 3 years; OR
- ii. 4 or more minor convictions in the last 3 years; OR
- iii. 3 or more preventable collisions in the last 3 years; OR
- iv. Any combination of minor convictions and preventable collisions totaling 4 or more in the last 3 years.

Major and minor convictions are listed below. The City of Sterling's Vehicle Accident Review Policy will be used to determine the preventability of motor vehicle accidents for current employees.

**Major Violations/Convictions include, but are not limited to the following:**

- Driving under the influence of alcohol or drugs (DUI) or while ability is impaired (DWAI)
- Reckless driving
- Racing/speed contests
- Speeding 20 mph or more over the posted speed limit
- Leaving the scene of an accident
- Failure to report an accident
- Making a false accident report
- Vehicular homicide or manslaughter
- Attempting to elude a police officer
- Driving while license is suspended, revoked, or restricted
- Driving the City of Sterling's vehicle that has been locked/tagged out

**Minor Convictions include, but are not limited to the following:**

- Speeding less than 20 mph over the posted speed limit
- Running a stop sign or red light
- Improper turn
- Passing across a double yellow line
- Failure to yield
- Following too close
- Failure to wear a seatbelt
- Careless driving
- Failure to possess a valid Colorado driver's license
- Failure to provide proof of insurance if operating their personal vehicle
- Motor vehicle equipment violations
- Operating defective or unsafe vehicle
- Failure to stop for a school bus with its red flashers activated

**VI. Corrective Action for Marginal and Unacceptable Driving Records:**

- When an employee's MVR falls into the unacceptable category, corrective action up to and including termination of employment will be taken.

- When an employee's MVR falls into the marginal category, corrective action, including but not limited to the following will be taken:
  - i. Attending a defensive driver training program
  - ii. Participating in a documented ride-along evaluation
  - iii. Other actions as deemed appropriate.
  - iv. corrective action up to and including termination of employment will be taken

**VII. Driver's License Suspension, Revocations, or Restrictions:**

It is the employee's responsibility to notify the supervisor immediately if the employee's driver's license is suspended, revoked, or restricted for any reason. Failure to do so may be grounds for corrective action, up to and including termination of employment.

